



367 High Street
NAGAMBIE VIC 3608
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School Excursions and Camps

Policy Developed Date: 2011

Policy Reviewed Date: 2019

Identity Statement

St Joseph's; a child safe school, is a Catholic Community in the Josephite tradition where we learn and grow in the Spirit together.

Vision Statements

St Joseph's; a child safe school, strives to be an educating community:

- Where the total development of each child is nurtured.
- Where an environment of trust, respect, hope and safety is built, with direct reference and consideration to child safe standards and policies.
- Where families and the school work in partnership sharing the responsibility to educate the child.
- Where school life is an integral part of parish and the wider community.
- Where the students learn in a challenging, enjoyable and cooperative way.
- Where the teachings of Jesus are taught, modelled and lived.

Graduate Outcomes

St Joseph's students learn to become:

- Problem solving, inquiring, critical thinkers with high competencies in literacy and numeracy.
- Technologically competent and ethical users of technology.
- Hope filled, independent, resilient and confident young people.
- Knowledgeable and appreciative of the Catholic faith.
- Socially adept, respectful, just, environmentally conscious and appreciative of diversity.

At St Joseph's we are being our best when we are...

Being respectful, being friendly and being positive learners.

Rationale

Camps and Excursions are essential to give each child a direct learning experience through their interaction in the wider community.

Aim

- To enhance the overall social development of each child and develop qualities such as co-operation, responsibility and self reliance and a sense of community.
- To extend each child's understanding and knowledge of the wider world, and at the same time to introduce, consolidate and enrich particular areas across the curriculum.
- To provide links between classroom learning and the 'real' world.
- To provide a camp program for the grade 3-6 students.

Implementation

The camp or excursion can be an extension of an Inquiry Unit of Work, or to complement a social skills program.

- Annual Grade 5/6 Camp -- multiple night sleep-over (Melbourne / Malmsbury)
- Annual Grade 3/4 Camp -- multiple night sleep-over (Nillahcootie / Billabong Ranch)
- Annual Junior Excursions planned according to classroom topics and within budget.
- Whole school Excursion / end of year Excursion.

Class Folders containing the updated medical information and contact details to be taken on all excursions and camps.

If parent volunteers are required, a Working With Children Check is required.

Staff should be familiar with the safety procedures and should have completed a risk assessment for the Camp or Excursion.

APPENDICES

1. Information RE: School Camps and Excursions
2. Sample Camp Permission Form
3. Sample Excursion Permission Form

APPENDIX 1: INFORMATION RE: SCHOOL CAMPS AND EXCURSIONS

Our policy defines specific expectations to be met. A form must be completed and sent to Sandhurst CEO, as well as the online form for Melbourne CEO.

Defined as any excursion which includes overnight accommodation either at school or in house, dormitories or tents.

- Refer to Safety Regulations, Organisational Guidelines Manual, Diocese of Sandhurst. This manual is to be read in conjunction with:
 - Charter of Sandhurst Schools Improvement

It is this school's policy to follow Ministry of Education Safety Regulations when planning School Camps.

MEDICAL INFORMATION FORMS AND FIRST AID KIT must be on hand at all times.

OUTDOOR ADVENTURE ACTIVITIES

- Defined as those activities involving greater than normal risk eg. Archery, Bushwalking, Canoeing, Snow Activities, Orienteering, Cycling, Horse riding, Swimming at Venues other than Swimming Pool and Skiing.

Refer to - Safety Regulations, Organisational Guidelines, Dioceses of Sandhurst.
Ministry of Education - Safety in Outdoor Adventure Activities (1982)

APPENDIX 2: SAMPLE CAMP PERMISSION FORM TO BE EDITED FOR USE



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**DOXA CITY CAMP
ST MARY'S & ST JOSEPH'S SCHOOLS**

On Monday the 7th of May until Friday the 11th of May our Grade 5/6 students will travel to Southern Cross Station, Melbourne after being picked up from the Nagambie Railway Station to attend Doxa City Camp.

Mr Leo Jones, Miss Bridgette Hall and Daniel Dunning will attend this Melbourne Camp as the staff members in charge. We will be accompanied by staff and students from St Mary's in Rushworth.

We will be departing Nagambie at approximately 7:11am from the Nagambie Railway Station on Monday the 7th of May. We will be departing Melbourne on Friday the 11th of May from Southern Cross Station at approximately 12:52pm, aiming to be back at Nagambie around 2:34pm.

***Mr Leo Jones can be contacted on: 0419 952 165
Miss Bridgette Hall can be contacted on: 0419 326 302***

Parent's/Guardian's Full Name:

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Name(s) of Child/Children attending the event:

Year Level

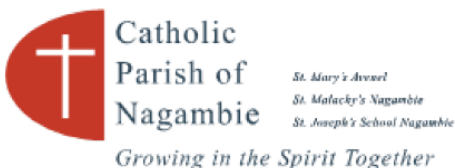
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I hereby give my consent for the above named child/ren to travel on V/Line transport to Melbourne, Southern Cross Station and then use Public Transport on Monday the 7th of May to reach Doxa City Camp in Melbourne and then return home on Friday the 11th of May using the same V/Line transport. I also give my consent for the above named child/ren to use the City Circle Tram.

In the event of any illness or accident, where the person in charge of the program is unable or it is otherwise impracticable to contact me, I/we authorise the staff in charge to consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner. Administer such first aid as the staff in charge may judge to be reasonable necessary. I accept all operative, blood transfusion and/or anaesthetic risks involved and the responsibility for payment of all expenses incurred. In the event of serious misbehaviour by my child I understand I will be contacted and expected to be available to collect him/he.

Signature of Parents/Guardians: **Date:**





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SHEPPARTON LIBRARY EXCURSION - ANNE FRANK EXHIBITION

The grade 5/6 students have been invited to the 'Let Me Be Myself: The Anne Frank Story', an internationally travelling exhibition which has been running at the Shepparton Library for the past few months. We will be attending the exhibition on Thursday, the 14th of March.

We will be travelling by bus to the Shepparton Library, leaving at approximately 11:30am. The students will need to take their lunch with them. We will be back at school by 2:30pm. The students will be accompanied by Bridgette Haysom and Leo Jones.

Please sign the following to give permission and return it by Wednesday, the 13th of March.

Kind regards,

Leo Jones
School Principal

Please return the permission form to school by Wednesday, the 13th of March.

Parent's/Guardian's Full Name:

Name(s) of Child/Children attending the school:	Year Level
.....
.....

In the event of any illness or accident, where the person in charge of the program is unable or it is otherwise impracticable to contact me, I/we authorise the person in charge to:

- Consent to my child/ren receiving such medical or surgical attention as may be deemed necessary by a medical practitioner.
- Administer such first aid as the teacher in charge may judge to be reasonable necessary.

I accept all operative, blood transfusion and/or anaesthetic risks involved and the responsibility for payment of all expenses incurred.

In the event of serious misbehaviour by my child I understand I will be contacted and expected to be available to collect him/her.

I hereby give my consent for the above named child/ren permission to travel by bus to the Shepparton Library on Thursday, the 14th of March.

Signature of Parent/Guardian: **Date:**

